

TO: Telecommunications Coordinators
FROM: Frank Cavallaro, Manager
Bureau of Communication and Computer Services
DATE: July 15, 1999
RE: Delegation of Procurement Authority

Effective July 1, 1999, Central Management Services (CMS), Division of Telecommunications, will delegate to the agencies the authority to directly purchase the following items **up to \$25,000**:

- Air-to-ground communications
- Answering services
- Mailgrams and telegrams
- Out-of-state local telephone services, toll and equipment (including federal telephone services and international local telephone services)
- Security and alarm services
- Non-contract radio equipment, supplies, and maintenance

CMS will no longer review or approve these procurements, with the exception of certain radio equipment, supplies, and maintenance as noted below. Agencies are authorized to purchase these items in the same manner they procure other equipment and services within this dollar threshold and are encouraged to continue soliciting competitive bids. Direct payments to vendors shall continue.

The Illinois Procurement Code is applicable to these procurements. CMS approval is required for **contracts over \$25,000**. Agencies should submit a Telephone Service Request (TSR) along with general specifications required for the purchase (except for certain radio equipment, supplies, and maintenance as noted below). CMS will prepare the Invitation for Bids (IFB) document and post to the Illinois Procurement Bulletin. Because the Illinois Procurement Code requires that the bid be advertised for 14 days, such purchases will require at least three to four weeks to process. Agencies must not divide procurements in an effort to avoid crossing the \$25,000 threshold.

If you have questions regarding these purchases, please contact your agency CSS or the Division of Telecommunications at (217) 782-3054. Although you may now procure these items directly from vendors, our staff will be available to assist you at any point in the process.

Radio Procurements:

Most radio equipment, supplies, and maintenance services are covered under established CMS master contracts. Agencies must continue to use the CMS master contracts utilizing current procedures as appropriate regarding equipment/supplies on IGPS and maintenance requests through Multi-Agency Communications Services Section. Any radio procurement under \$25,000 will continue to require Multi-Agency Communications Services Section review and

approval. Questions regarding radio procurements should be directed to Lambert Fleck, Multi-Agency Communications Services Section at (217) 785-1681. Specialized radio equipment and services, such as satellite radio, unlicensed RF, spread spectrum, etc. will continue to require CMS processing.

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